



## State of New Jersey

DEPARTMENT OF LABOR

PO BOX 386

TRENTON, NEW JERSEY 08625-0386

CHRISTINE TODD WHITMAN  
*Governor*

MEL GELADE  
*Commissioner*

### **PUBLIC EMPLOYER SAFETY ALERT #2 (R7-99)**

### **MANDATORY REPORTING REQUIREMENTS**

**(Supercedes July 1998 Publication)**

### **ATTENTION: ALL PUBLIC EMPLOYERS**

**July 1999**

The New Jersey Department of Labor has assigned a high priority to achieving quick responses to reports of public employee fatalities and in-patient hospitalizations.

This notice is being sent as a reminder of the **mandatory reporting** requirements under N.J.S.A. 34:6A-25 et seq. Public Employees' Occupational Safety and Health Act and Regulations specifically at N.J.A.C. 12:110-5.8. All **work-related** public employee fatalities or in-patient hospitalizations shall be **reported orally and in writing, within eight hours of occurrence** to the Commissioner of Labor or his or her designee by the public sector employer.

For purposes of clarification the work-related environment is comprised of the physical location, equipment, materials processed or used, and the kinds of operations performed in the course of an employees' work, whether on or off the employer's premises. Work-related injuries and illnesses arise from an event or exposure in the work environment. The work environment is the employer's premises or other location where employees are engaged in work-related activities or are present as a condition of their employment. **In the event that the individual responsible for reporting is not sure as to whether the incident is work-related or not, a report is to be made.**

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PUBLIC EMPLOYEES SAFETY  
(609) 292-7036 •

REPORT FATALITIES AND INPATIENT HOSPITALIZATIONS VIA HOT LINE: 1-800-624-1644

AD-18.30A (8-98)

The oral reports shall be made directly to the 24-hour hotline number listed below. The written report shall mean the execution of the Employer's First Report of Accidental Injury or Occupational Disease. The completed form must be faxed to the Office of Public Employees Safety.

**THE 24 HOUR HOTLINE NUMBER IS**

**1 (800) 624-1644**

**THE 24 HOUR FAX LINE IS**

**1 (609) 292-3749**

**EFFECTIVE OCTOBER 1, 1998 PUBLIC SECTOR EMPLOYERS WILL BE SUBJECT TO AN INITIAL PENALTY OF \$250.00 PER DAY FOR EACH VIOLATION OF THESE MANDATORY REQUIREMENTS.**

Any employer who willfully or repeatedly violates the requirements of the Public Employees' Occupational Safety and Health Act shall be assessed a civil administrative penalty of up to \$70,000.00 for each violation pursuant to N.J.S.A. 34:6A-41d.